

# **RUTHERFORD COUNTY, TENNESSEE**

## **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:** **RECOVERY COURT CASE MANAGER**

**FLSA STATUS:** **EXEMPT ADMINISTRATIVE**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform specialized / administrative work associated with coordinating activities between the Recovery Court and participants in the Recovery Court Program. Duties and responsibilities include supervising a caseload of adults who are court ordered into the program to assure they follow probationary rules and court orders, monitoring progress during probation, meeting with participants in their homes, performing crisis intervention, teaching life skills to participants, providing 24 hour support, preparing recommendations and referrals, setting court dates, receiving payments, preparing reports and maintaining records, answering the telephone and providing information, and performing other tasks as assigned. Report to Recovery Court Coordinator.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervise a caseload of adults placed in the Recovery Court Program to ensure adherence with rules of probation and orders of the Court.

Meets with participants to monitor progress in abiding by rules of probation and court orders; provides guidance and counseling; performs crisis intervention as necessary.

Facilitates group meetings related to life skills, self-esteem, critical thinking, support groups, and others that may be determined at a later date.

Prepares recommendations concerning participants appearing or reappearing in court; prepares and executes referrals to other agencies for services needed by the participants and occasionally their families.

Participates in community outreach activities with outside employers, employment agencies, service companies, and housing agencies to aid in finding work and living accommodations for participants in the Recovery Court Program.

Coordinates activities regarding participants with law enforcement officials, as necessary.

Maintains records on participant activities.

Sets court dates and attends various courts as necessary.

Conducts drug screens and fills out all necessary paperwork assigned for the Recovery Court Program.

Assists in determining eligibility of candidates using the Addiction Severity Index (ASI) and the CeSI

Attends Recovery Court as scheduled and participates in the Review Team process before Recovery Court.

Provides support and crisis intervention as needed

Prepares, transcribes, or completes various forms, reports, correspondence, logs, or other documents.

## **Rutherford County, Tennessee • Recovery Court Case Manager**

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Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, county officials, law enforcement personnel, judges, court officials, family members, lawyers, therapists, the public, outside agencies, and other individuals as needed regarding the participants' activities or to coordinate work activities, review status of work, exchange information, or resolve problems.

Answers incoming telephone calls; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge of laws/regulations pertaining to criminal behavior and addiction; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

Completes work at assigned workstation determined by the supervisor.

Must work hours as scheduled

### **ADDITIONAL FUNCTIONS**

Receives payments for court costs, fines, and program fees when necessary

Provides assistance to other employees or departments as needed.

Conducts home visits with adult participants as necessary.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Social Work, Psychology or closely related field; supplemented by 6 months previous experience and/or training involving addiction and criminal behavior; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Include exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards or violence.

### **PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Estimated Total Hours:** 2

**2. SITTING**

**Estimated Total Hours:** 3-4

**3. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		
Cold Temperatures		
Sudden Changes in Temperature		
Noise		
Fumes		
Cramped Quarters		
Cold Surfaces		
Hot Surfaces		
Sharp Edges		
Vibration		
Fluorescent Lighting		
Computer Monitor Screen Glare		

Inside Building	<u>50 - 75</u> % of time
Outside	<u>25 - 50</u> % of time

**4. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Computer

**5. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		3 hours per week
Grasp			
Fine Motor i.e.: writing, twisting hands or wrist, etc			

**Exemption Status Test (Administrative Employee)**

*~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:*

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

Yes

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

Date

Date